

**DUTY STATEMENT  
DEPARTMENT OF MENTAL HEALTH  
ATASCADERO STATE HOSPITAL**

<b>JOB CLASSIFICATION: Library Technical Assistant I</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

The Library Technical Assistant assists the Librarian in performing a variety of library tasks such as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory. Assists patients and staff in finding library resources. The LTA makes daily contact with large numbers of patients and hospital staff and must decide which of their queries to answer directly and which to refer to the Librarian.

- 50%**      **Delivery of Services:** Assists patients and staff in finding and using library resources.
  
- 30%**      **Assists Librarian in a wide variety of clerical and procedural tasks.** Works with the Librarian to create procurement requests, monitor the inventory of Library supplies; processes mail, maintaining data bases, shelve books and maintaining library processes in both the professional and patient library.
  
- 20%**      **Assists librarian with processing library resources.** Maintains reference file of legal forms and materials. Assists librarian in processing new and donated materials, including books, audio cassettes and magazines.

**2. SUPERVISION RECEIVED**

The Library Technical Assistant reports to and is administratively supervised by the Program Assistant.

**3. SUPERVISION EXERCISED**

None.

#### 4. KNOWLEDGE AND ABILITIES

**KNOWLEDGE OF:** Elementary principles of professional library work; use of standard library tools; classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals and films.

**ABILITY TO:** Ability to read and write English at a level required for successful job performance; learn readily, reason logically and accurately; speak and write effectively; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of others; maintain cooperative relations with others.

#### 5. REQUIRED COMPETENCIES

##### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

##### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

##### **AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      ☒ Adult      ☒ Geriatric

##### **THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrates the ability to maintain professional-therapeutic relationships with patients, to assist them with problem solving, and to teach/ model principles of the norm of non-violence.

##### **PATIENTS RIGHTS**

You understand and participate in the patient advocacy for our clients and help foster a climate of sincere helpfulness while maintaining hospital security and safety.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES**

Ability to classify books using the Dewey system; ability to locate specific code sections and cases using indexes, legal references, and tables; provide general reference service. Demonstrates professional interactions with patients and maintains therapeutic boundaries.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Ability to learn a variety of computer programs such as Windows; Microsoft Word; Excel; integrated library systems such as Alexandria; computer-assisted legal research programs such as Lexis Nexis and/or West Law; library catalog programs, internet search engines, interlibrary loan systems.

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

**7. TRAINING - Training Category = 04**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Library Tech Assistant

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Assistant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date